



MILITARY TRAINING NETWORK

UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES
4301 JONES BRIDGE ROAD
BETHESDA, MARYLAND 20814-4712
<http://www.usuhs.mil>



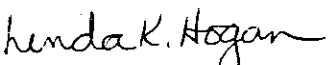
31 Mar 2010

MEMORANDUM FOR MILITARY TRAINING NETWORK (MTN) TRAINING SITES (TS)

SUBJECT: Change to Annual/Semi-Annual Reaffiliation Report Delinquency Policy

1. Fax all reports and documents to DSN 295-1717 or commercial 301-295-1717.
 - a. Due to our extensive travel schedule this procedure enables the Program Assistant/Ms. Ruth Sullivan to conduct an initial/preliminary review, log, track and route forms to the appropriate program manager.
 - b. Only deployed units without fax capabilities are allowed to scan or email reports; permission given on case-by-case basis.
2. Please ensure all reports/forms have updated and accurate contact information (address, telephone, and email) for TS staff.
 - a. Reports must be on the current forms which are located on the MTN website; <http://www.usuhs.mil/mtn/mtn.html>.
 - b. Reports are only considered on time if all documents are complete, accurate, signed and sent by the NLT date.
 - c. If you are notified of a report discrepancy, the TS must resubmit the entire package.
 - d. P.O. Box addresses are not accepted as a valid mailing address unless a building number is provided and a mailroom representative is present to sign for incoming correspondence.
 - e. Abbreviated command names must be accompanied by full name.
 - f. Program Director (PD) and Program Administrator (PA) must use the command address where the program is affiliated and not where they are stationed.
 - g. Naval vessels please annotate home port.
 - h. Reserve and Guard units please include alternate civilian email and phone number(s).
 - i. If someone other than the Commanding Officer signs the report; a "by direction" signature authority memo must accompany the report.
3. Report suspense dates and additional requirements:
 - a. Annual Reports are due to MTN NLT September 30.
 - b. The BLS Semi-Annual Report is due to MTN NLT March 31. Complete only page one of the BLS Semi-Annual/Annual Report form and include appropriate signature blocks and signatures.

- c. If the PD or PA has changed and the nomination package/forms have not been submitted, submit documents with the report.
 - d. MTN processes the reports in the order they are received.
 - e. MTN will accept reports up to 30 days early.
- 4. If an Annual or Semi-Annual report is not received by the suspense date the MTN Program Manager will initiate the following actions.
 - a. **< 15 Days:** The MTN Program Manager contacts the PA and/or PD and the TS is in jeopardy of being placed on hold.
 - b. **15-20 Days:** The senior leadership is contacted to inform them of the report delinquency and to advise TS to suspend teaching future courses.
 - c. **25-30 Days:** The TS is placed in abeyance. The Director, Military Training Network, notifies the Commander/Commanding Officer and appropriate National Faculty of the action. Repeal of abeyance is handled on a case-by-case basis. Typically the TS will complete a new affiliation request.
 - d. **30-45 Days:** If a report is delinquent past 45 days the TS is terminated. The Director, Military Training Network, notifies the Commander/Commanding Officer and appropriate National Faculty of the action.
 - e. Exceptions to this policy will be handled on case-by case basis with prior coordination. The TS, PD and PA roles and responsibilities are clearly outlined within the 2008 MTN Administrative Handbook and MTN website.
- 5. Refer to the 2008 MTN Handbook page 52 for additional guidance on termination/disaffiliation requirements.
- 6. For assistance, contact the MTN Program Manager, Program Assistant or MTN NCOIC; contact information is located on <http://www.usuhs.mil/mtn/mtn.html>,
- 7. Thank you for your assistance in this matter. The report policy procedures will facilitate the future of your MTN affiliation and compliance with the American Heart Association/MTN policies.
- 8. This memorandum supersedes 2008 MTN Administrative Handbook Chapter 5, paragraph 5-3 and will be reflected in the next revision.


LINDA K. HOGAN
Lt Col, USAF, NC, CFN
Director, Military Training Network
Uniformed Services University